GIS MAPPING APPLICATION INSTRUCTIONS
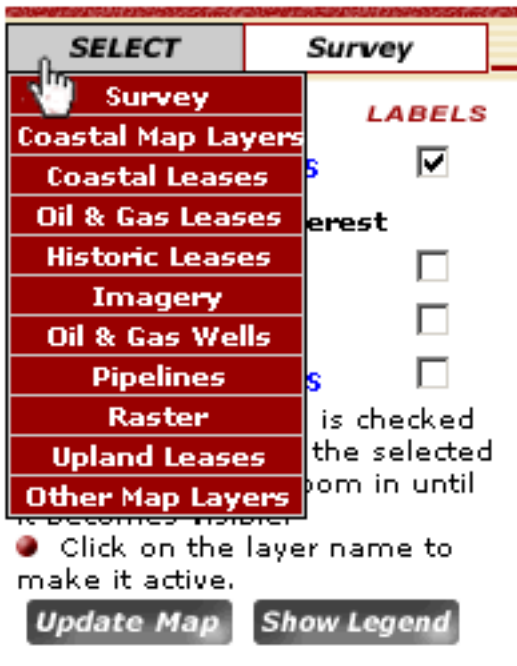
Browser Requirements

At present, GISWEB is fully compatible with **Internet Explorer**. Other browsers like Chrome or FireFox do not fully support some of the functionality well of this application.

PLEASE NOTE: * GISWEB will launch in a separate browser window that DOES NOT have a menubar, address bar, toolbar or BACK button.**
*** This is necessary to ensure user interaction with the GISWEB application rather than the browser. The GISWEB main page will remain open.

Using the Table of Contents

Place cursor over "Select". A list of Layer Categories appear. Click on one of the categories
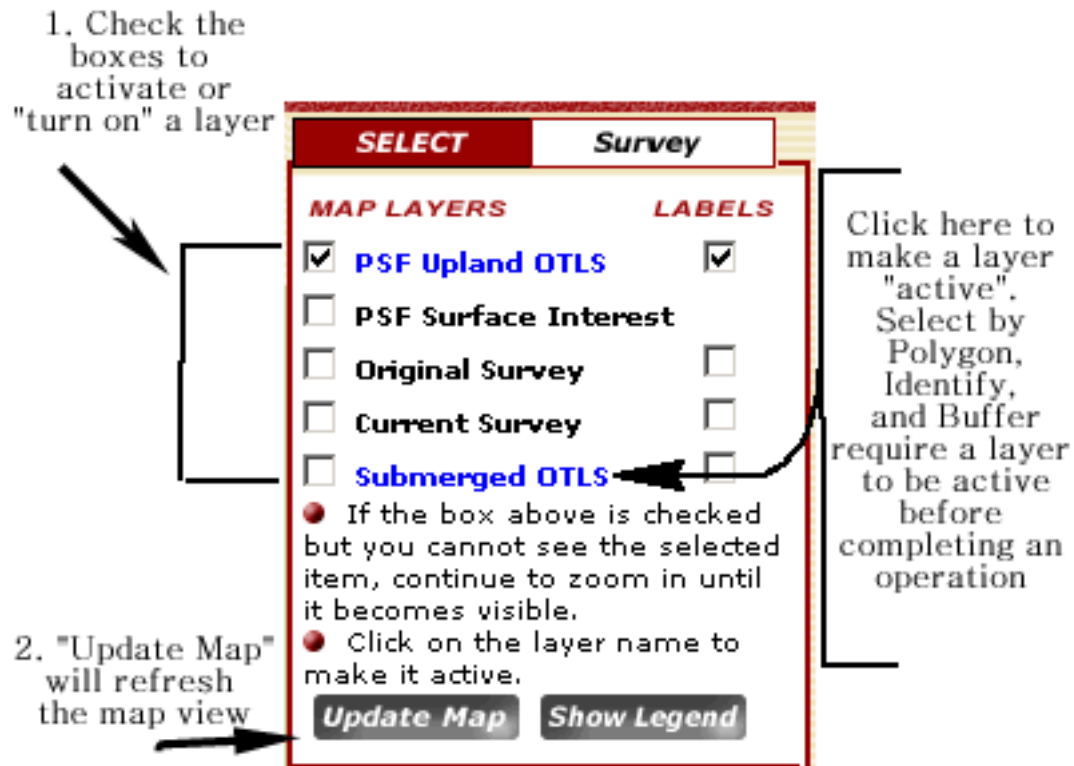
1. Check the boxes to activate or "turn on" a layer

SELECT   *Survey*

MAP LAYERS   LABELS

☑ **PSF Upland OTLS**   ☑

☐ **PSF Surface Interest**

☐ **Original Survey**   ☐

☐ **Current Survey**   ☐

☐ **Submerged OTLS**   ☐

● If the box above is checked but you cannot see the selected item, continue to zoom in until it becomes visible.
● Click on the layer name to make it active.

Update Map   **Show Legend**

Click here to make a layer "active". Select by Polygon, Identify, and Buffer require a layer to be active before completing an operation

2. "Update Map" will refresh the map view

● The Table of Contents is arranged in several categorical tab-topped folders that allow you to turn on and off layers, labels, and make a layer "active". Use the check boxes to the left of the layer name to turn a layer "on" or "off". After checking the box, click the "**Update Map**" button to make your changes appear on the map.

● Some layers have extra boxes that make more options available to you such as extra labels, lines, and colors.

● **Active layer:** In order to use some of the map functions, the user must make a layer "Active" before continuing an operation. This is done by clicking on the layer name in the Table of Contents. The name of the current active layer is displayed in the bottom right corner of the browser window.

● **Show Legend:** The "Show Legend" button is on the lower right corner of the Table of Contents. Clicking on this button will generate a new window on your internet browser to show the map legend.

Land Parcel or Grantee Search

● If the search screen is not visible, click **New Search** at the top of the screen.

In the dropdown list under the words: "**Search by...(select one):**" find the appropriate criteria for your search.

Place the cursor in the text box under the words: "**Enter a name or number:** "

Type a grantee or survey name, parcel or lease number or well API number.

There is also a dropdown list for a quick zoom to any county in Texas.

Click **OK**.

SEARCH TIPS:

Names/Numbers:

When entering a grantee or survey name, it is best to include the entire name for the search to be more specific. For example, simply entering "Smith" will return hundreds of records.

When searching for a parcel, lease, or oil/gas well it is best to enter the number as one "word" for example: "MF102034" instead of "102034" or "MF 102034".

No match: If the value you entered has no match, it will inform you that "no records matched your criteria".

Multiple results:

If your search yielded multiple results, you will be prompted to select from a list of grantee/survey names or parcel, lease, or well API numbers that matched your search. For example, if you search for district name "J.H.Gibson", you will be prompted to choose between all of the land parcels that were returned in the search. Each returned record will become illuminated on the map view and the list
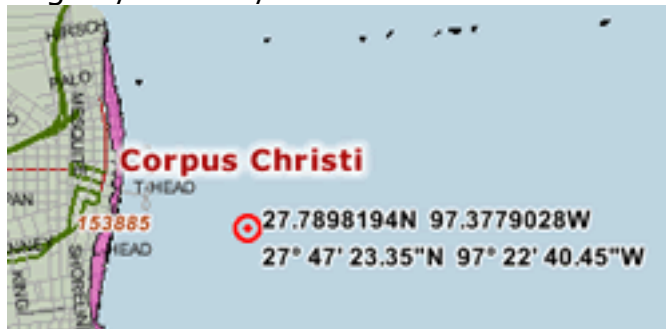

Land Office Search

To map a **Lease Parcel or State Tract** select a search criteria, enter the name or number in the text box, and click SEARCH.

Help

Search by...(select one):

----------------------------------- ▼

Enter a name or number:

[   ]

SEARCH

To zoom to a County, select from this list:

----------------------------------- ▼

Zoom to scale:
Use the PAN tool to center the map on the desired area then choose from the dropdown list below.

-- SCALE -- ▼

Search by Coordinates
Choose the type of coordinate search you would like to use:

Degrees, Minutes, Seconds (DD.MM.SS)
Example: 26° 39′ 57.42" N
DD MM SS

Decimal Degrees (DD.ddddd)
Example: 26.66594 N
DD.ddddd

will include the Name/Number, County, and Land Type of each record. There is a limit of 200 returned records for all searches.

🔴 **Specify search:** If the value you entered returns too many records, it will inform you to "narrow your search criteria".

🔴 **Generalized search:**
You can also search for grantee/survey names, parcel, basefile and well numbers, and USGS quad names by using a portion of the name/number. This is the "widest" search available and will normally produce a very large set of returned records.

🔴
Search by Coordinates: Use Decimal Degrees or Degree/Minutes/Seconds to find a location within Texas.

Texas County Search

🔴 If the search screen is not visible, click New Search at the top of the screen.
🔴 Select the County from the drop down list.

New Search

🔴 You can start a new search at any time by clicking the New Search button at the top of the screen.
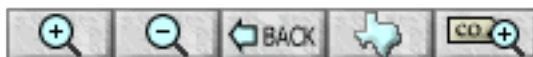
Overview Map

🔴 The overview map depicts the area of the state to which you have zoomed.
🔴 By clicking on a point on the overview map, you can recenter the main map to that area of the state.

MAP TOOLS:

Zoom In / Zoom Out / Zoom Back / Zoom to Texas / Zoom to County

🔴 The tool bar at the bottom of the

screen includes several zooming functions that should help you find a parcel of interest.

🔴 "**Zoom in**" is the default option when you launch GISWEB.

🔴 First, click the tool bar to select the tool of your choice. Then, click once on the map to zoom in, zoom out, zoom back, to county, or back to Texas.

🔴 If you have chosen "**Zoom In**" or "**Zoom Out**", you can also click and drag the mouse on the map to form an "extent" rectangle. When you release the mouse, the map will either zoom in or zoom out to that extent, depending on your selection in the map tool bar.

🔴 " **Zoom Back**" is simular to the "Back" button on your browser. Due to program limitations the button only allows you to zoom back one view. After this you must use another button function or search to regenerate the map service.

" **Zoom to Texas**"; will return you to the view that shows the entire state of Texas.

🔴 " **Zoom Back**" allows you to zoom directly to a county by simply clicking on the desired county on the map. First, click the "Zoom to County" button, then move your mouse over the county that you want to see, then click. The map will then zoom to that county and various information about state lands, leases, and oil/gas wells within that county will appear in the data frame.

Pan / Identify / Measure

🔴 " **Pan**" is used to "grab" the image and recenter the map in a desired location. Click the pan button, press the mouse button, drag mouse, and release.

🔴 "**Identify**" is a quick way to retrieve records for parcels, leases, or wells by using your mouse instead of using the search page.

- First, **click the "Identify" button** in the toolbar.

- Then **change the active layer** by clicking the name of the desired layer in the Table of Contents.

- Now, **use your mouse** to identify the parcels, leases, or wells by clicking them on the map. By doing this you will query the database and the information will be displayed in the Dataframe.

🔴 "**Measure**" is a useful tool for determining distance.

- When this button is activated, a display is created in the upper right corner of the map frame.

- To measure distances, use your mouse to click on a beginning point. It will take a few seconds to display a point where you clicked. Then find your second point and click to complete your measurement. Once again it will take a few seconds to display the second point, and a line connecting the two points you provided.

- If you wish to measure a perimeter, continue clicking points until the desired polygon is completed. The measure display will show the total length of the perimeter.

Print Map

🔴 To print a map, click the "**Print Map**" button in the set of map tools at the bottom of the screen. This will open a new window with several options for your print job.

🔴 If you would like a **title** for your map, enter it in the box provided.

🔴 You have a **choice of two sizes** from which to print your map. 8 1/2" x 11" is available in portrait or landscape, and 11" x 17" is available in landscape.

🔴 Click one of the two buttons to Indicate whether or not you wish to include the map description (i.e., the list of parcels, counties, and/or data that appears to the right of the map image) and the overview map in the page to be printed. Your choice here will determine the size of the map on the printed page.

🔴 Click "**Create Print Page**" to generate the printable page.

🔴 Set your browser's "Print" or "Page Setup" setting to print to either "Portrait" or "Landscape" and the appropriate paper size based on your

previous choices.

🔴 Print the map image using your browser's "Print" command.

Add Coordinates

🔴 Adding Coordinate points to your map is easy when using this tool. Simply **click on the tool button to activate it** and then click anywhere on the map. A new map will appear with your chosen point shown and coordinates displayed in Decimal Degrees and Degree/Minute/Second annotations.

🔴 While the tool is active all clicks in the map area will return a coordinate point.

🔴 Activate another tool by clicking a tool button on the toolbar to disable this tool.

🔴 Use **Clear Selection** to clear the display when needed.

Add Text

🔴 You can add text to the map display by using this tool.

🔴 **Step One**: Click on the tool button to activate the function.

🔴 **Step Two**: Click on the desired starting position of your text. A text entry window will then appear.

🔴 **Step Three**: Enter the desired text, font type, size, and style then press the **SUBMIT** button.

🔴 A new map will appear with your text added. To add more text, simply click other places on the map display while the Add Text tool is active.

🔴 Activate another tool by clicking a tool button on the toolbar to disable this tool.

🔴 Use **Clear Selection** to clear the display when needed.

🔴 Use **Add Coordinates** and **Add Text together** to create more
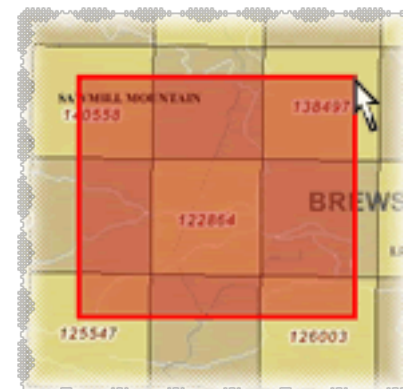
useful map displays.

Select by Polygon/ Buffer

🔴 These tools can be extremely useful in determining spatial relationships between objects that are within a given proximity of one another.

🔴**"Select by Polygon"** Creates a set of selected parcels, leases, wells by using area intersection as a selection parameter.
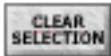
- Before using this function, you must **make the intended data layer "active"** by clicking on the layer name hyperlink in the Table of Contents.

- **Select multiple parcels** for examination by using the mouse to form a box that includes all of the parcels of interest.

- After selection is made, information about the individual parcels and composite information about the entire area will be displayed.

- Use this function as a basis for creating buffer zones.

🔴 "**Buffer**" Use the buffer tool to create an area of interest around a selected object. After highlighting objects that fall within the buffer area specific information about the objects will appear in the dataframe.
Clear Selection

| CLEAR |
| SELECTION |

Use this button to clear your selected features from the map display. This action will also return the dataframe to the search page.